

The Twickenham and Richmond Liberal Democrats
Annual General Meeting will be held at York House
Richmond Road, Twickenham, TW1 3AA
on Thursday 26 November 2015 from 8.00 pm

OFFICERS ROLES AND RESPONSIBILITIES

Co-Chairs

To chair all general and executive committee meetings and to co-ordinate activities across the borough (whether Twickenham or Richmond); jointly responsible with the Treasurer for the local party's compliance with Political Parties Elections and Referendums Act 2000.

Secretary

To handle local party correspondence and maintain minutes of meetings.

Treasurer(s)

To handle the local party's financial business and present financial reports to the general meetings; to be jointly responsible with the Chair(s) for the local party's compliance with Political Parties Elections and Referendums Act 2000.

Data Officer

To receive notices of applications for membership, maintain the membership register and provide lists to branch officers as necessary, and ensure general compliance with data protection legislation.

Membership Officer

To run membership recruitment and renewal campaigns and ensure the local party has a wide range of social and political activities to facilitate membership retention.